Speech

Speed **Shift+ - / =** **and** **Shift+ Numpad - / +**

A slider to adjust the speed of both the reading and interface voices. The shortcut keys are “Shift” and “Minus” to decrease the speed and “Shift” and “Equals” to increase it.

Volume **Ctrl+Shift - / =** **and** **Shift+ Numpad - / +**

A slider to adjust the volume of both the reading and interface voices. The shortcut keys are “Ctrl” and“Shift” and “Minus” to decrease the volume and “Ctrl” and “Shift” and “Equals” to increase it.

Default reading language

When reading multi-language documents, if the language is unknown for a particular sentence then it will be read in the default reading language.

Automatically select reading voice for language

Default: Enabled

When reading multi-language documents, the reading voice will automatically change, on a per sentence basis, to match the language of the document.

Reading voice **E / Shift+E**

Allows you to select the default reading voice for a particular language. When in document mode, the letter “E” cycles through your available reading voices. “Shift” and “E” together cycles backwards.

Read when recognition complete

Default: On

Automatically begins reading your document out loud as soon as recognition is complete. Turning this off means you have to manually start the document reading.

FAQ and Troubleshooting

Below are a list of common questions and problems with their solutions:

Q. I start the Lex software with the LexCam connected but the camera doesn’t seem to do anything and I can’t capture any documents.

A. Make sure that the camera is plugged in correctly to a USB 2.0 compatible port

Q. How do I stop Lex from reading automatically every time I capture a document?

A. Disable “Read when recognition complete”. For instructions on this, please see page 40.

Q. I’m trying to import a Word, Powerpoint or Excel documents directly into Lex and its not working.

A. Firstly, you must have the Office application installed on your system for the document type you are trying to import.

Secondly, ensure the document you’re trying to import is not open in the Office application.

Thirdly, ensure all Windows Updates have been installed for your system.

Lex Software User Manual
Version 1.1.x Rev A
English

Special Needs Computers.ca
Office Ergonomics & Assistive Technology
We Help You Empower Yourself!
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Canadian Distributor

VisionAid International

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TIP:

If a larger menu text size is required, then your computer's DPI setting should be increased. Simply type "Change Windows DPI Setting" into Google for a how-to guide on this.

Icon Size
Allows the size of the Toolbar icons to be adjusted. Please see page 35 for information on the Toolbar and its functions.

Scroll bar size
Allows the size of the scroll bars to be adjusted.

Use standard file dialogs
Default: Off

Lex features custom sized and spoken file dialog Windows. If you wish to use the standard Windows ones, simply turn this on.

Use system colours
Default: On

When on, the interface and menus will be displayed in your standard Windows operating system colours. When turned off, they will use your chosen two colour combination.

Language
Allows you to select from the available interface languages. Additional interface languages become available when a Voice Pack for a particular language is installed.

Please contact your local distributor for information on obtaining additional voice packs.

Voice
Allows you to select from the available interface voices.

Speech Verbosity
Default: High

There are three options: Very High, High, Medium and Low:

Very High
Highest level of speech alerts which includes announcing the types of controls in dialogs.

High
High level of speech alerts with most menus, dialogues and navigation boundaries being announced audibly.

Medium
Turns off audio alerts for main menus – this can be useful if you wish your screen reader to read the menus to you rather than Lex.

Low
Disables all speech alerts except for navigation boundaries.

Off
Disables all speech.

Character Spacing
Default: 1

Allows the spacing between characters to be adjusted between 1 and 2 in 0.1 increments. This can help with the legibility of text with certain eye conditions.

Cyclable visualisations
When using the letter “V” to cycle through visualisations, Lex will only cycle through visualisations that are enabled here.

Appearance

Options for setting your preferred colour combinations and highlighting.

Colours

Colour combination
Allows you to select your preferred two colour text colour combination from 10 presets.

Custom Colour Combination
When enabled, allows you to create your own custom colour combination from 8 foreground and 8 background colours.

Highlight

Custom highlight Colour
Select from 8 custom (rather than automatic) colours for highlighting.

Highlight shape
Default: Rectangle

Select the way your text is highlighted: None, Line, Rectangle, Inverse

Controls

Allows customisation of Cursor – size, colour etc.

Cursor

Custom Colour
Allows you to select a custom colour for your cursor rather than an automatic one. There are 8 possible colours to choose from.

Size
A slider to adjust the size of your cursor.

Sensitivity
A slider to adjust the sensitivity of the mouse within the Lex software. This is separate to the standard Windows operating system mouse sensitivity.

Interface
Allows you to alter dialogue text size, colours, language, voice etc.

Font size
Default: 8.25 pt

Select from 3 different font sizes: 8.25, 12 and 16 pt. Please note, that at some resolutions, a high font size may not allow you to see all of the menu text.

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Introduction

Congratulations on choosing the Lex software. This user manual will provide you with full instructions in using the Lex software both with and without the use of its portable camera add-on, LexCam.

Lex improvement program

Users are the best people to help us improve and develop our products so if you have any ideas or suggestions, no matter how small, please do contact us.

Suggestions contact information

Please use the following methods to contact us regarding your suggestions:

Email:

suggestions@visionaid-international.com

Post:

VisionAid International Ltd.
Bridge Lodge, Spalding, Lincolnshire
PE11 3AU
United Kingdom

Phone:

+44 (0) 1775 711 977

Thank you and we wish you many hours of enjoyment with your Lex software / camera system.

Recognition

This contains the same settings as “Capture Options” detailed in on page 12 together with “Layout Analysis” and “Languages”.

Layout analysis

Default: Accurate

This alters how Lex analyses each page. For most documents, the default “Accurate” setting is best. However, occasionally “Balanced” may yield better results.

Languages

Lists the available recognition languages which are determined by the installed Voice Packs. Selecting multiple languages can slow down recognition slightly and also increase the likelihood of recognising a sentence in the incorrect language so it advisable to select as few languages as possible for your document capture.

If more languages are required, please contact your local distributor to purchase them.

Visualisations

Allows you to fine tune how captured documents are displayed.

Behaviour

Centre on word

Default: Disabled

When enabled, the word being read aloud is always centred on the screen. When disabled, the screen position is only updated when the word being read aloud is not completely within the screen boundary.

Draw paragraph boundaries

Default: Enabled

When enabled, Column, Horizontal and Vertical visualisations display a horizontal or vertical line to denote a paragraph boundary. This can aid in visualising the document’s layout.

Retain typeface

Default: Enabled

This determines whether the typeface is preserved within your document. Disabling this setting allows access to a drop down list where you can choose to have your font changed to, Serif, Sans-serif or Monospace.

Retain font styles

Default: Enabled

Allows the style of the font in your document to be retained (bold, italic, underlined etc).

Line Spacing

Default: 1

Enables the line spacing when in Column and Vertical Visualisations to be altered from 1 to 2 in 0.1 increments. Increasing the line spacing can greatly help the legibility of text for certain eye conditions.

Word Spacing

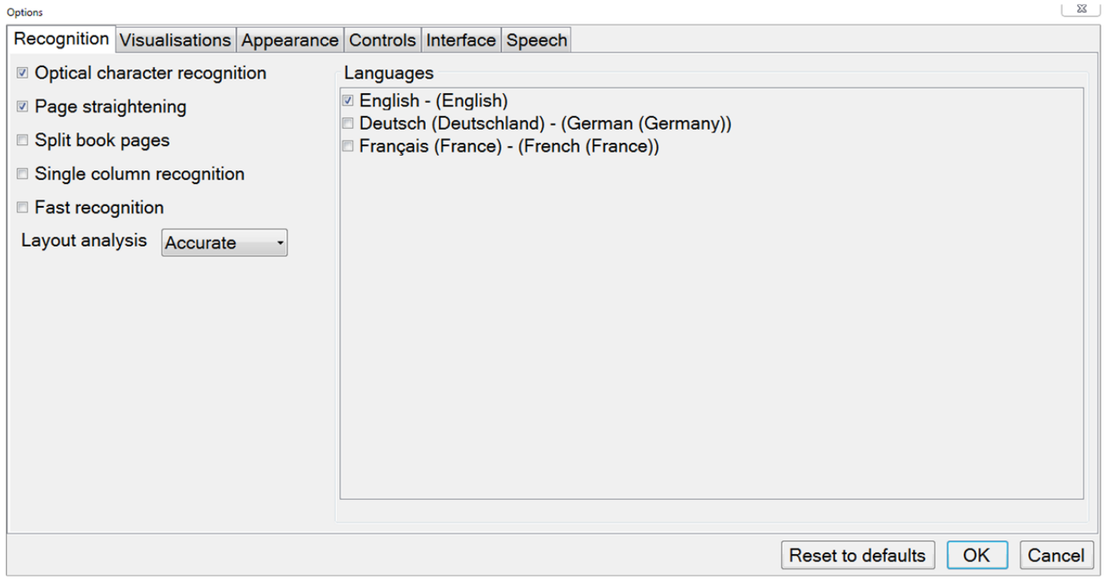
Default: 1

Allows the spacing between words to be adjusted between 1 and 2 in 0.1 increments. This can help with the legibility of the text.

Options F10

To access Lex Scholar's options, simply press "F10" or go to Tools -> Options in the menu.

Options allow you complete control of Lex's settings. It is made up of 6 tabs, each containing different settings:



Navigating Options using the keyboard

The tabbed Options dialog operates in exactly the same way as any other Windows tabbed dialog. The controls are as follows:

Ctrl+Tab: Next Options tab
Ctrl+Shift+Tab: Previous Options tab
Tab: Next item in the current Options Tab
Shift+Tab: Previous item in the current Options Tab
Space: Select / Deselect current option
Up, Left Arrow: Previous list item of current option
Down, Right Arrow: Next list item of current option

System requirements

The Lex software requires the following operating systems and hardware in order to run:

Operating systems

Lex software is supported on the following operating systems:

Windows XP (all versions) 32bit only

Windows Vista (all versions) 32 and 64 bit

Windows 7 (all versions) 32 and 64 bit

Mac OS X 10.6 (Snow Leopard) or newer with VMware Fusion 4.0 or newer with Windows 7.

Hardware

Minimum

Processor	Single Core Intel Atom or AMD Athlon 3000+
RAM	XP: 512MB, Vista / 7: 1GB
Hard Drive	2GB Free Space, 4MB per page
Graphics Card	32MB Shared graphics
Sounds Card	Windows compatible sound card for speech
USB Ports	1 x USB 2.0

Please note, Lex will run on lower specification hardware, but the time taken to read a document will increase accordingly.

Recommended

Processor	Intel Core 2 Duo 1.6 GHz or greater
RAM	XP: 1.5GB, Vista / 7: 2GB
Hard Drive	2GB Free Space, 4MB per page
Graphics Card	128MB dedicated graphics card
Sounds Card	Windows compatible sound card for speech
USB Ports	1 x USB 2.0

Ownership and intellectual property

The software makes use of third party software libraries that are redistributed under their own respective licenses.

LAME is distributed under the terms of the GNU Lesser General Public License (LGPL), a copy of which can be found at http://www.gnu.org/licenses/lgpl.html and is included in the software's program directory.

OpenCV is distributed under the terms of the Berkeley Software Distribution (BSD) license, a copy of which is included in the software's program directory.

Copyright (C) 2000-2008, Intel Corporation, all rights reserved.

Copyright (C) 2009, Willow Garage Inc., all rights reserved.

Third party copyrights are property of their respective owners.

Software installation

The software installation is divided into two parts – the Lex software itself and Voice Packs. Voice Packs provide you with the available voices for that language, allow you to OCR text in that language and allow you to change the menu into that language, (providing translations have been completed).

IMPORTANT:

1. **Administrative rights are required in order to install the Lex software. If you are on a business network with limited access permissions, you will have to speak to your IT support department for them to temporarily provide you with admin rights to install the software.**
2. **Your computer should meet the minimum system requirements as previously detailed. For the best experience, they should meet the recommended requirements.**
3. **We strongly recommend that you run Windows Update before installing the Lex software to ensure you have the latest patches for your operating system and for Microsoft Office.**

Part 1 Lex Software Installation

Insert the installation CD in to your CD / DVD drive, then:

1. Click the “Start” button in the bottom left corner of your screen
2. Click “Computer” or “My Computer”
3. Double click on your CD / DVD drive letter (often D:)
4. Navigate to the “Lex” folder
5. Double click “setup.exe”
6. Follow the on screen instructions

IMPORTANT:

Do not run “Lex 1.x.x.msi”. You must run “setup.exe” to install the Lex software correctly as this will install other necessary components automatically.

Part 2 Voice Pack installation

Once the Lex application has installed, you will need to install at least one Voice Pack:

1. Click the “Start” button in the bottom left corner of your screen
2. Click “Computer” or “My Computer”
3. Double click on your CD / DVD drive letter (often D:)
4. Navigate to the “Voice Packs” folder
5. Double click on the voice pack you wish to install
6. This will take several minutes. When complete, the Voice Pack installation window will disappear.

TIP:

Your Lex software and voice packs can be installed and activated on up to three machines for your own personal use.

Virtual X/Y and Document Mode Toolbar

An easy access toolbar allows quick mouse access to frequently used controls.

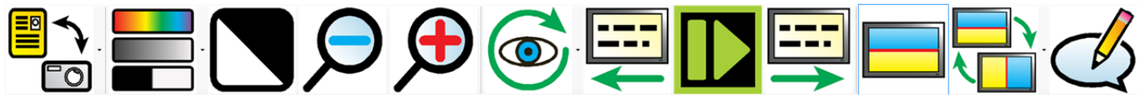
To alter the icon sizes on the toolbar, go to “Tools” -> “Options” -> “Interface” -> “Icon Size”.

Virtual X/Y Mode Toolbar

1 2 3 4 5 6 7 8 9 10 11 12

1 **Toggle Camera / Document Mode:** Switches between Camera mode, (for real-time viewing and capturing of documents) and Document mode, (for viewing and reading your captured documents).
2 **Change Colour Mode:** Allows you to change between colour, advanced greyscale and binary viewing modes.
3 **Invert colour:** When in greyscale or binary modes, invert colour swaps the colours of the image. Please note that this does not invert the colour of recognised text, only the colour of the image.
4, 5 **Zoom out / in:** Decreases and increases the magnification.
6 **A3/A4 (not Wand):** Allows you to zoom directly between A3, (double letter paper) and A4, (letter paper) sizes.
7 **Camera Target (not Wand):** Allows you to change camera target between documents, (on the desk), distance (e.g. a whiteboards) or self, (a mirrored view for personal grooming).
8 **Refocus (not Wand):** Refocuses the camera.
9 **Capture:** Captures a single page to your current document.
10 **Split Screen:** Enables or disables split screen (if a screen reader is running).
11 **Split Position:** Changes split position from top, bottom, left or right.
12 **View Annotation:** Displays the annotation window in Document Mode.

Document Mode Toolbar



1 2 3 4 5 6 7 8 9 10 11 12

1 **Toggle Camera / Document Mode:** Switches between Camera mode, (for real-time viewing and capturing of documents) and Document mode, (for viewing and reading your captured documents).
2 **Change Colour Mode:** Allows you to change between colour, advanced greyscale and binary viewing modes.
3 **Invert colour:** When in greyscale or binary modes, invert colour swaps the colours of the image. Please note that this does not invert the colour of recognised text, only the colour of the image.
4, 5 **Zoom out / in:** Decreases and increases the magnification.
6 **Visualisation:** Allows you to choose between the 6 different visualisations.
7 **Previous Screen:** Navigates backwards one screen of text.
8 **Play / Pause:** Starts and stops reading of your document.
9 **Next Screen:** Navigates forwards one screen of text.
10 **Split Screen:** Enables or disables split screen, (if a screen reader is running).
11 **Split Position:** Changes split position from top, bottom, left or right.
12 **View Annotation:** Displays the annotation window in Document Mode.

Zoom in / out

To decrease the magnification, use your index finger and thumb to make a pinching movement on the screen.

To increase the magnification, move your closed finger and thumb apart.

You can also do the pinching and stretching motion with two fingers on separate hands. Some people can find this easier.

Caring for your touch screen

Your touch screen will attract finger marks over time. Please follow your particular touch screen's guidelines for cleaning.

> **TIP:**
>
> **When using touch screens make sure that at most two of your fingers come in contact with the screen at once. Also, make sure sleeves or other clothing items are not touching the screen as this will cause it to behave erratically.**

Starting / Exiting Lex Software

Running Lex Software

Once Lex has installed, you can either run the program from its program folder, (Start -> All Programs -> Lex -> Lex), or double left click the Lex shortcut on the desktop.

Exiting Lex Software

There are three ways to exit Lex:

1. Press and hold Alt and then press F4.
2. Go to File -> Exit on the menu. To access the menu if you're in a document, press Alt. The menu can then be navigated using the arrow keys and Enter, or the mouse.
3. If running in Windowed Mode, left click on the "X" in the top right corner with your mouse.

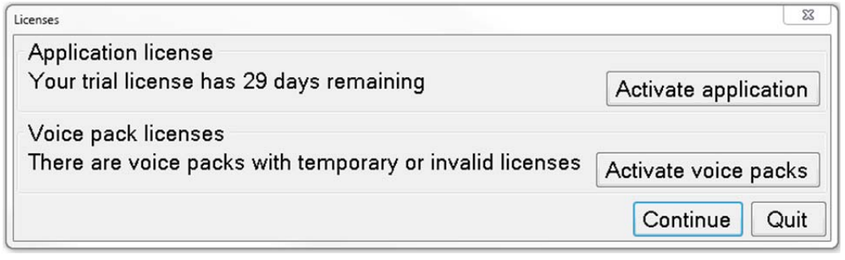
You will be prompted to save or discard any unsaved documents before exiting.

Activating Lex Application and Voice Packs

The Lex software license allows you to install and run the software and voice packs on up to three machines. They will run for 30 days without activation.

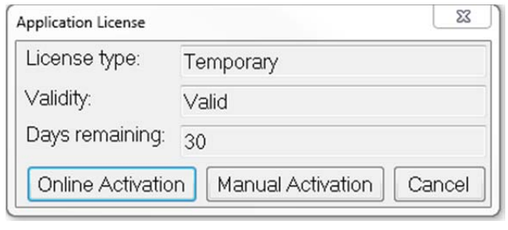
You will need an internet connection in order to activate online using our remote server or e-mail. Alternatively, for users without an internet connection on their machine, you can telephone your distributor or email the required information from another machine to receive your activation keys for both the Lex Application and Voice Packs.

On start-up, Lex will inform you if you have any non-permanent licenses:



Simply select the relevant "Activate" button or alternatively go to Tools -> Application or Voice Licenses on Lex's menu.

Lex Application Activation



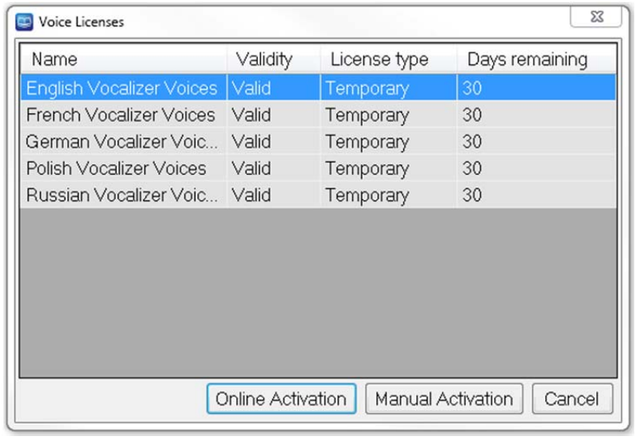
Online Activation

1. Select "Online Activation".
2. You simply require your product's serial number. Enter this, (including dashes), when prompted and select "Activate".
3. You will be informed if activation is successful and of the number of activations you have remaining.

Manual Activation

1. Select “Manual Activation”.
2. You will need to provide your **software version, hardware ID** and **product serial number.**
3. Follow the on-screen instructions and either contact VisionAid International Ltd by phone on +44 (0) 1775 711 977, email activation@visionaid-international.com or contact your distributor.
4. Once you have your activation key, enter it into the Activation key field and press Activate.

Voice Licenses Activation



Online Activation

1. Select the voice pack you wish to activate and then choose “Online Activation”
2. Enter your product’s serial number, (including dashes), when prompted and select “Activate”.
3. You will be informed if activation is successful and of the number of activations you have remaining.
4. Repeat this procedure for all voice packs you wish to activate.

Manual Activation

1. Select “Manual Activation”.
2. For manual activation, you will need to provide your **software version, hardware ID** and **serial number.**
3. Follow the on-screen instructions and either contact VisionAid International Ltd by phone on +44 (0) 1775 711 977, email activation@visionaid-international.com or contact your distributor.
4. Once you have your activation key, enter it into the Activation key field and press Activate.

IMPORTANT:

1. **Once a voice pack has been activated, you will manually have to change your interface and reading voice. To do so, please see the Interface and Speech sections on pages 39 and 40.**
2. **Lex’s software license allows up to 3 separate installs of the software and voice packs for the licensed user. Each install is tied to a unique Hardware ID, so a different software and voice pack activation key is required for each machine that it is installed on.**
3. **If additional licenses are required, they can be purchased through your local distributor.**
4. **If you need to re-activate the Lex software or any voice packs on a machine, for example after formatting your hard drive, it will not use up an additional activation.**

Touch screen support

Lex supports Multi-Touch touch screens when running Windows 7.

Setting up a custom flick

To get the best from touch screen support, it is advised that you set up a custom “flick” to replicate an Alt key press. A flick is a quick single finger drag in a particular direction on the touch screen.

Setting up this flick will allow you to change your focus from the main viewing area to the toolbar and menu without having to use the Alt key on the keyboard.

To do this:

1. Go to Start -> Control Panel
2. Where is says “View by:” in the top right corner of Control Panel, ensure that “Large Icons” is selected.
3. Find and select “Pen and Touch.”
4. Change to the “Flicks” tab.
5. Ensure “Use flicks to perform common actions quickly and easily” is selected, together with “Navigational flicks and editing flicks” and click “Customize”.
6. You can pick any one of the 8 directional flicks to be mapped to “Alt” but we recommend the up direction, which is “Drag Up” by default. Select the “Drag Up” flick and then select “(add)” from the drop down list.
7. At the bottom of the screen you can now give the flick a name – we suggest “Alt” and in the “Keys:” box underneath, select the box and press the Alt key. The word “ALT” should appear in the box.
8. Click “Save”, then “OK”, then “OK” again to exit the settings.
9. You can now try the flick out in the Lex software.

Finger controls

Rather than tracking a cursor around the screen, you can simply use your fingers on the screen to directly manipulate your documents. The specific touch screen controls are detailed below.

Start reading

Pressing twice on a word, (double tapping), will start your document reading from that word.

Stop reading

Single tapping on the screen will stop Lex from reading.

Navigate around your document

To move around your document, simply place one finger on the screen and maintain contact as you move your finger around.

Destination folder

Choose where you wish to save your Quick Export documents to.

Format

Choose the type of document you wish to save to. These include: PDF, RTF, txt, Word 97-2003, Word (latest format) and MP3.

Layout retention

This is as described in the Export section on page 31.

Open with default application when export completes

Once quick export has finished, if this option is selected, your exported document will automatically be opened with your computer's default application for the particular document type.

Key Help F1

You can access help when in Camera or Document mode by simply pressing "F1" or going to Help -> Keys.

This provides a complete list of all available keyboard shortcuts for Lex.

Using Lex Software

Lex is designed to be used with a keyboard and mouse, touchpad or trackball and its optional dedicated keypad. If you have a system with Windows 7 and a multi-touch monitor, additional multi-touch features can also be used.

Lex has two main "modes". They are **Virtual X/Y mode** and **Document mode.** To change between these modes, simply press "Tab".

Virtual X/Y mode is available only with the optional LexCam camera. It enables you to view documents in a high resolution, low frame rate real-time view with optional magnification and colour enhancements. This mode can be scrolled around using your mouse.

Document mode is used to read your captured documents in many enhanced ways with speech output as well as for importing and exporting documents.

If the software is started and LexCam, (Lex's optional camera), is connected, you will automatically be in Virtual X/Y Mode. If the camera is connected and turned on after the Lex software is started you will automatically be taken to Virtual X/Y mode.

Accessing the Menu Alt

Lex's menu is permanently located at the top of screen. This can be navigated in the same way as standard Windows' application menus (using the "Alt" key), including key accelerators, which are underlined in the menu and arrow keys.

Virtual X/Y Mode (for LexCam only) Tab

This allows you to view, magnify and colour enhance documents in a low frame rate, high resolution real time view.

This can be panned around with your pointing device and rotated.

If you are not already in Virtual X/Y mode, simply press “Tab” to take you there.

Camera Mode controls

Zoom out / in:

Keyboard: Ctrl+ - / = or Ctrl+ Numpad - / + Mouse: Ctrl+Mouse wheel

Press and hold the “Ctrl” and “dash” or “equals” sign or “Ctrl” and Numpad “minus” or “plus” key on the keyboard to zoom out and in. You can also use “Ctrl” and your mouse-wheel if you have one.

Toggle between Virtual X/Y and Document Mode TAB

Changes between Virtual X/Y and Document Mode

Cycle full colour, tint, advanced greyscale & binary colour modes C

Pressing “C” cycles full colour, tint, greyscale and binary modes.

Full colour is ideal for looking at photographs.

Tint is designed for dyslexic users and enhances the colour of the document in a way that is similar to coloured overlays. Colours can be chosen as detailed below.

Advanced Greyscale is the standard two-colour way of viewing documents. Binary is an enhanced two colour algorithm that can even distinguish multiple colour texts and backgrounds in your chosen two colour combination.

Cycle two colour combinations and tints L / Shift+L

Pressing “L” cycles through 12 popular two colour-combinations. “Shift” and “L” cycles backwards. Custom colour combinations can also be created in “Tools” -> “Options” -> “Appearance”, as detailed on page 38.

Invert colours I

When in advanced greyscale and binary modes, pressing “I” allows you to quickly invert your chosen two colour combination which may be necessary for certain coloured texts and backgrounds.

Rotate Virtual X/Y R / Shift+R

To rotate Virtual X/Y mode in 90 degree increments simply press “R”. This is ideal if you want to look at something quickly, as you can position it under the LexCam, then simply enhance it and move it around with your pointing device.

Adjust colour saturation and greyscale / binary brightness

Number strip 8 and 9, Numpad – / + and 0

When in colour mode you can decrease and increase the saturation of the image using the number strip “8” and “9”. Numpad “minus“and “plus” can also be used. To reset the levels to default, press number strip “0”.

In advanced greyscale and binary mode, you can decrease and increase the brightness of the image, using the same controls. This can help to sharpen the edges and colours of the text you are viewing.

Exporting documents

Lex allows you to export your documents into the following formats:

Portable Document Format (PDF), Rich Text Format (RTF), text (txt), Word (doc and docx) and MP3.

Export Ctrl+T

To export a document, ensure you have the document you wish to export open within Lex, then go to File -> Export on the menu, (shortcut key “Ctrl” and “T” together). This will bring up a standard Windows dialog box where you can select what type of export you require and enter the location and filename of the document.

MP3 documents are created with your current reading voice and speed. A folder is created with the document name and each page of your document is saved into that folder as a separate numbered MP3 file.

Depending on the chosen export format selected, you may be asked to select from up to 5 “Layout retention” options. These are:

Default

This will retain pictures, fonts and formatting as closely to the original document as possible and can choose any of the other options automatically.

None

This exports pictures and unformatted text to the document. Text comes before or after pictures and not placed on top of them. This is an ideal format for creating large print documents.

Formatting only, Exact and Flowing

It is best to experiment with these settings depending on your captured document type to see which one results in the best exported document format for your requirements.

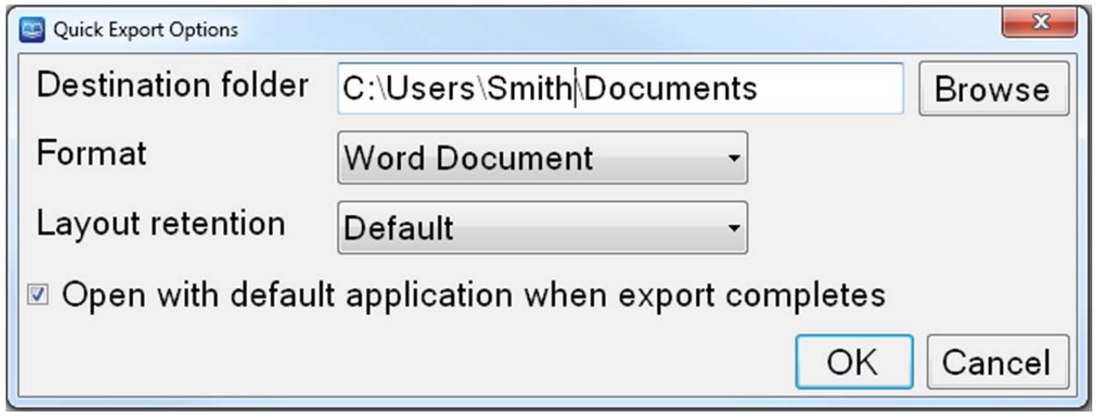
Quick Export Ctrl+Q

To quickly export a document to a previously selected location and format, (chosen in Quick Export Options), use Quick Export, (shortcut key “Ctrl” and “Q” together). This is ideal if you regularly need to convert documents to a particular format.

Quick Export Options

This enables you to choose your settings for the Quick Export feature. The options dialog is accessed from the File menu.

The options include:



Opening documents

When you open a document, the position you were last at is restored.

You can open documents in two ways, through standard Windows Explorer by double-clicking on the document or using the Open option within the Lex software.

Open Ctrl+O

To open an existing document, go to “File” -> “Open” on the menu, (shortcut key “Ctrl” and “O” together). This displays a standard Windows dialog box that lets you select your document to open.

Recent documents

A list of your last 10 documents can be found in the “File” -> “Recent documents” menu.

Importing documents

> **IMPORTANT:**
>
> To import files other than PDFs or images, you must have Microsoft Office 2003 or later installed on your machine.

Lex allows you to import documents of the following types:

Excel (xls and xlsx), OpenDocument Spreadsheets, Powerpoint presentations (ppt) OpenDocument presentations, text (txt), Rich Text Format (RTF), Word documents (doc and docx), OpenDocument text, Portable Document Format (PDF) and images (JPEG, BMP, TIFF, PNG).

Importing from within Lex Ctrl+I

If you are in Lex, you can import a document by going to File -> Import on the menu, (shortcut key “Ctrl” and “I” together). This brings up either a standard Windows file dialog box, or Lex’s custom one depending on your settings, that you can select your document from.

Simply locate it and Open it and Lex will import your document with the current recognition settings.

Once import is complete, you will be able to treat the document in exactly the same way as one that you have captured.

Importing directly from Windows Explorer

Lex features direct shell integration. This means that you can right click on a file in Windows Explorer or use the keyboard Menu button to access “Open with” and then simply choose “Lex” to import.

> **TIP:**
>
> **Lex can effectively read any document on your PC. If it is not in a supported format, simply print your document to a PDF before importing it. If you do not have a PDF printer installed, we suggest CutePDF Writer (Freeware) from** http://www.cutepdf.com

Reading Guides G

When viewing documents in real-time, horizontal lines and blinds, (reading guides) can be turned on and adjusted, to aid reading text across your documents. Letter “G” on the keyboard cycles between horizontal lines, vertical lines, horizontal blinds, vertical blinds and off.

Guide 1 position G+ up / down

Holding down “G” and the up or down arrow alters the position of the first line or guide.

Guide 2 position G+ left / right

Holding down “G” and the left or right arrow alters the position of the second line or guide.

> **IMPORTANT: Reading guides only work in Virtual X/Y mode.**

Capturing Documents

LexCam's main feature is its ability to photograph documents, recognise the words on them, and automatically reformat those words to your preferred visualisation, text colour and size, together with the ability to read them out loud at the push of a key.

Capturing a single document (Appending) Enter

With your document positioned under your camera simply press "Enter" to take a picture. This will initialise Lex's motion detection which means after two seconds of no movement being detected, a picture will be taken. If motion is detected, an audible beep will be emitted. This is ideal if you need to hold the pages of a book down before capturing.

If you wish to override the motion detection and timer, (for reduced capture time or if some particular motion is preventing the picture being taken), press Enter again.

If you have not created a document to capture to or have no document open, using Enter will automatically create a new document for you. Using "Enter" for subsequent captures will simply add pages to the end of your current document (append).

As soon as the capture is complete, you will be taken to Document mode, where you can view your captured document in many enhanced visualisations and also have it read out loud. Please see Document Mode on page 14 for more information.

Capture New (Quick capture to a new document) Ctrl+Shift+N

To perform a single page capture to a brand new document, press "Ctrl" and "Shift" and "N" together.

Multiple Capture (append) Shift+Enter

To capture more than one page at once, press "Shift" and "Enter" together. After your first page has been captured (denoted by the camera sound), you will be asked to turn the page.

Lex then waits to detect enough motion to signify a page turn, (denoted by a page turning noise), then waits for your document to be still for two seconds before taking the next picture. This repeats until you stop Auto-Capturing by pressing "Escape" or "Shift" and "Enter" again or toggle to Document Mode using "Tab".

Append File

Providing you have an open Lex document, you also have the ability to append a file to it. This will import the file and join it onto your current document, using the currently selected capture options.

Capture Options Alt, R

There are different settings to control the way your document is recognised. These are found under the Recognition menu (Alt, R).

Recognition Enabled Shift+O

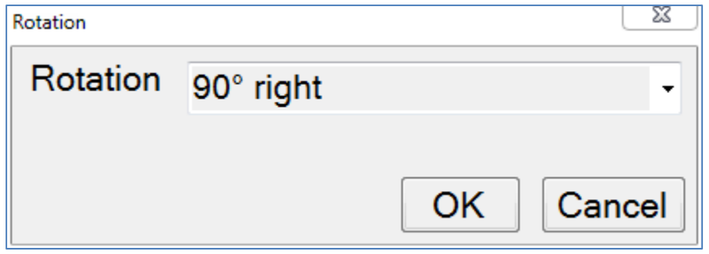
Default: Enabled

This enables and disables text recognition. This should only be disabled if you are capturing a document with no printed text, such as a photograph or hand written document. The shortcut key is "Shift" and "O" together.

Page Straightening Shift+P

Default: Enabled

This enables and disables Lex's automatic straightening. It is highly recommended that this should be left on for most documents to achieve the best recognition results. The shortcut key is "Shift" and "P" together.



Simply select the rotation you require and click "OK". The page will then be rotated. If text needs to be re-recognised, simply select "Recognize".

Split pages

This tells Lex to attempt to split the selected page into a left and a right page. This can be useful if a document has been captured that should have had the "Split Book Pages" option selected in Document -> Split Book Pages.

Recognize

This tells the Lex software to recognise the selected pages. This is useful if you wish to re-recognise a page to try and get different results or if recognition was disabled on a page when captured that should not have been.

Save image

Allows you to save an image of a particular page. Formats include JPEG, TIFF, PNG and BMP.

Delete

Deleted the selected page from your document. Multiple pages can be selected and deleted at once.

Select all and Clear selection

Selects and de-selects all the pages in your document.

Saving documents

Documents are saved as a single file in the VisionAid Document format (VAD).

The default location for your saved documents is "My Documents / Lex".

Save Ctrl+S

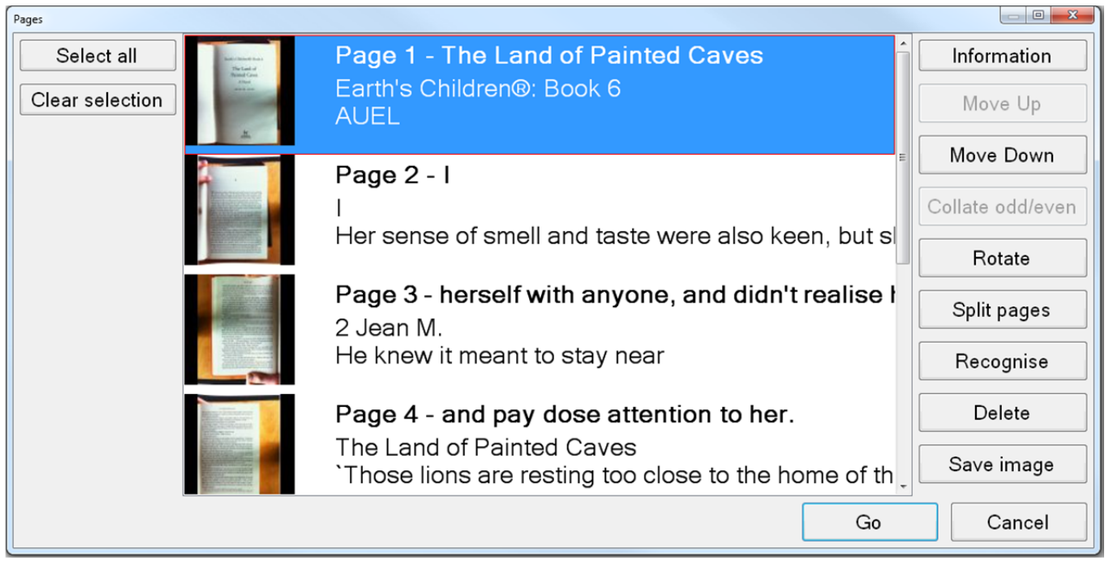
To save your currently open document, go to File -> Save on the menu, (shortcut key "Ctrl" and "S" together). This displays a standard Windows dialog box that lets you type your document name and select where you want to save it.

Save As Ctrl+Shift+S

To save a copy of your document, go to File -> Save As on them menu, (shortcut key "Ctrl" and "Shift" and "S" together". This either displays a standard Windows dialog box or Lex's custom one, depending on your settings, that lets you type your document name and select where you wish to save it.

Editing your documents (Pages dialog) Ctrl+E

Lex allows you to edit the pages of your documents. In the document you wish to edit, simply press “Ctrl” and “E” together or go to Edit -> Pages.



The Edit pages window displays a colour thumbnail image of each page. These can be selected using the standard Windows modifier keys, (arrow keys plus “Ctrl” and “Shift”) and mouse controls.

Page Information Shift+I

This provides information on the currently selected page. This includes things such as the original page orientation, heading, number of words and which settings were used when recognition was carried out on the particular page.

Move Pages up and Down

With at least one page selected, choose either “Move Up” or “Move Down” to re-order your selected pages within your document.

Collate odd / even

This is extremely useful when capturing a book or magazine in A4 (or Letter) capture size. It enables you to capture all of the pages on one side of the spine first, then all of the pages on the other. Once this has been done, select all the pages of your document and press “Collate odd/even”. This joins the pages together in the correct order. This saves you having to physically rotate the document 180 degrees and re-position it after every capture.

Rotate

If you need to alter the rotation of a page, you can simply select the pages you wish to rotate in Edit Pages and click the “Rotate” button.

After accepting a message informing you that any recognition results will be deleted on rotate, you will be presented with a drop down list with three 90 degree rotation options:

Split Book Pages Shift+B

Default: Disabled

When enabled, Lex attempts to intelligently identify page splits. This should be disabled for single page captures (such as letters or single pages of magazines) but should be left on for double spread captures of books or magazines. The shortcut key is “Shift” and “B” together.

Crop To Text

Default: Disabled

When enabled, Lex attempts to remove any excess background from the image of your document. This can be useful if you wish to then export he document as a Word or PDF file, as it can help improve the export results. Please note, crop to text will only function if the background colour is very white in colour.

Single Column Recognition Shift+S

Default: Disabled

Enabling this forces Lex to read across columns of text, treating the whole page as just one column where possible. This is ideal for reading bank statements or other multi-column documents where text needs to be read across columns. The shortcut key is “Shift” and “S” together.

Document Mode TAB

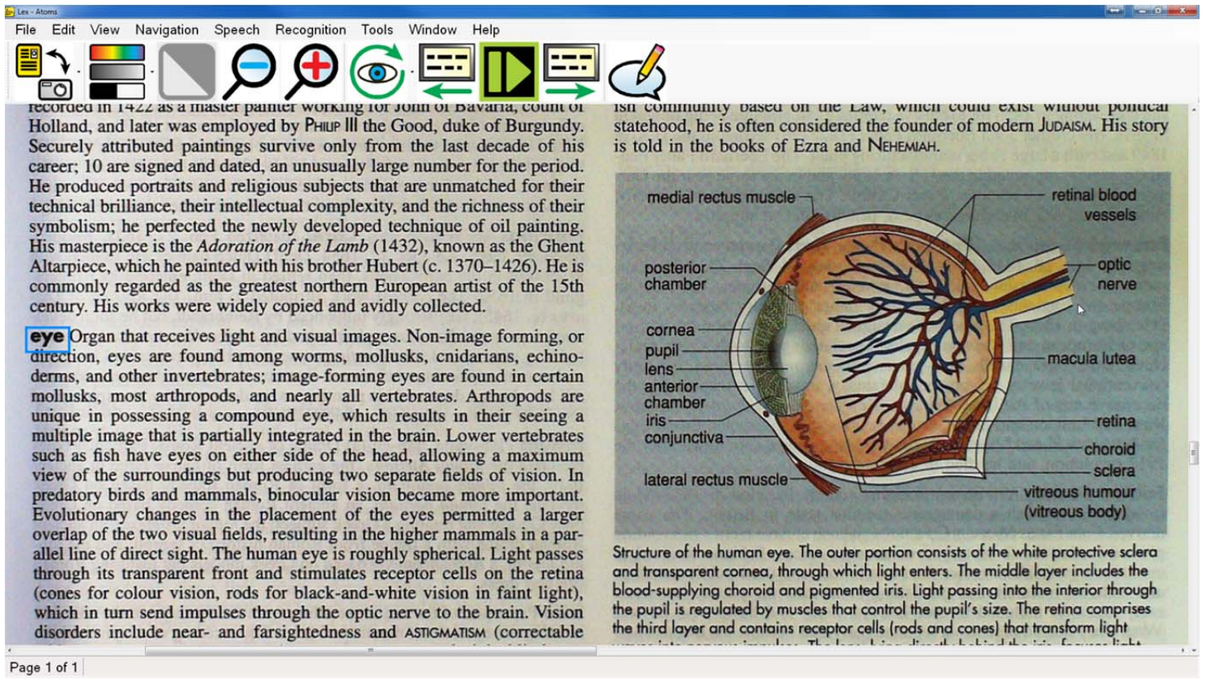
Document mode allows you to read your captured documents and re-format them to your preferred visualisation.

Once you've captured a document, using "Enter", you will automatically be taken to Document mode. If you wish to change to Document Mode directly from Camera mode, simply press "TAB".

Visualisations 1-6 and V / Shift+V

Lex offers 6 different enhanced ways to see your documents that make them much faster and easier to read. These can be cycled through using the letter "V", or selected directly using 1 to 6 on your keyboard.

1. Image 1


File Edit View Navigation Speech Recognition Tools Window Help
recorded in 1422 as a master painter working for John of Bavaria, count of Holland, and later was employed by Philip III the Good, duke of Burgundy. Securely attributed paintings survive only from the last decade of his career; 10 are signed and dated, an unusually large number for the period. He produced portraits and religious subjects that are unmatched for their technical brilliance, their intellectual complexity, and the richness of their symbolism; he perfected the newly developed technique of oil painting. His masterpiece is the Adoration of the Lamb (1432), known as the Ghent Altarpiece, which he painted with his brother Hubert (c. 1370–1426). He is commonly regarded as the greatest northern European artist of the 15th century. His works were widely copied and avidly collected.
eye Organ that receives light and visual images. Non-image forming, or direction, eyes are found among worms, mollusks, cnidarians, echinoderms, and other invertebrates; image-forming eyes are found in certain mollusks, most arthropods, and nearly all vertebrates. Arthropods are unique in possessing a compound eye, which results in their seeing a multiple image that is partially integrated in the brain. Lower vertebrates such as fish have eyes on either side of the head, allowing a maximum view of the surroundings but producing two separate fields of vision. In predatory birds and mammals, binocular vision became more important. Evolutionary changes in the placement of the eyes permitted a larger overlap of the two visual fields, resulting in the higher mammals in a parallel line of direct sight. The human eye is roughly spherical. Light passes through its transparent front and stimulates receptor cells on the retina (cones for colour vision, rods for black-and-white vision in faint light), which in turn send impulses through the optic nerve to the brain. Vision disorders include near- and farsightedness and astigmatism (correctable
ish community based on the Law, which could exist without political statehood, he is often considered the founder of modern Judaism. His story is told in the books of Ezra and Nehemiah.
medial rectus muscle
retinal blood vessels
posterior chamber
optic nerve
cornea
pupil
lens
anterior chamber
iris
conjunctiva
macula lutea
retina
choroid
sclera
lateral rectus muscle
vitreous humour (vitreous body)
Structure of the human eye. The outer portion consists of the white protective sclera and transparent cornea, through which light enters. The middle layer includes the blood-supplying choroid and pigmented iris. Light passing into the interior through the pupil is regulated by muscles that control the pupil's size. The retina comprises the third layer and contains receptor cells (rods and cones) that transform light
Page 1 of 1

This displays the unenhanced original image of your document. It is perfect for looking at handwritten documents or photographs.

Bookmarks Ctrl+B

Lex features the ability to add sentence level bookmarks into your document. In your document, press "Ctrl" and "B" together or go to Edit -> Bookmarks to bring up the bookmarks window:

Bookmarks
Page 10. Channels, Programming and Magazine (a) We can replace or withdraw advertised or other pr
Page 2. Quality certificate
Page 9. Address: the address of your home in either the UK or Republic of Ireland that you notify to us
Add
Delete
Go
Cancel

Add

Adds a bookmark at the beginning of the current sentence.

Delete

Deletes the currently selected bookmark.

Go

Navigates directly to the selected bookmark.

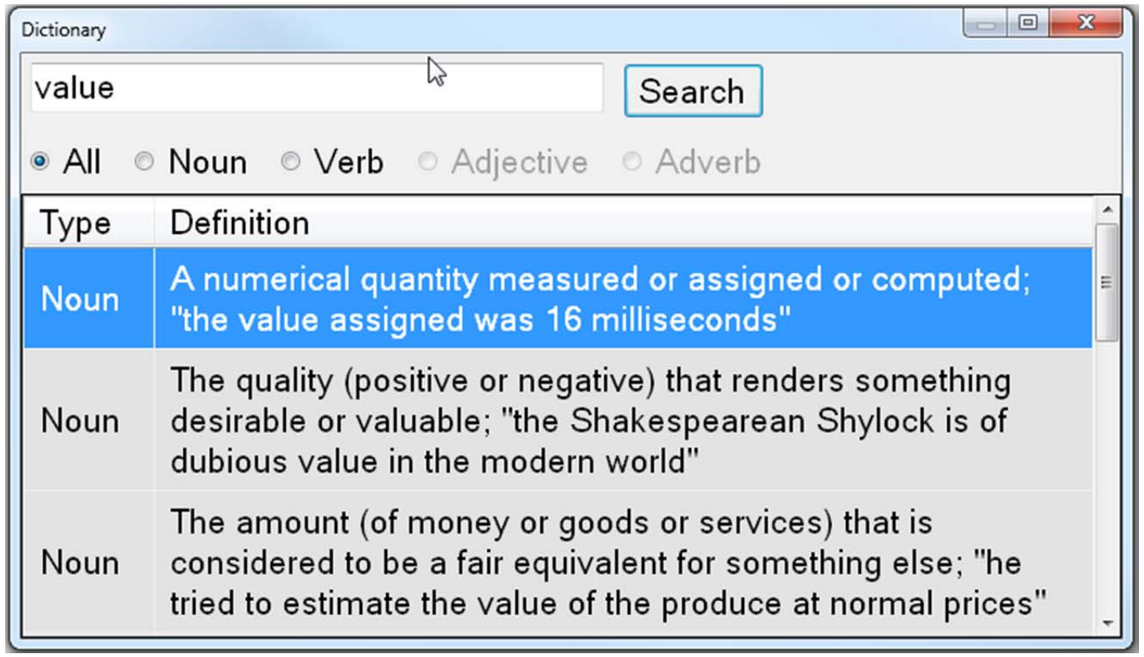
Dictionary Ctrl+D

This allows you to look up words in Lex's integrated dictionary which doesn't require online access. This currently supports UK and US English only.

To launch the dictionary, press "Ctrl" and "D" together.

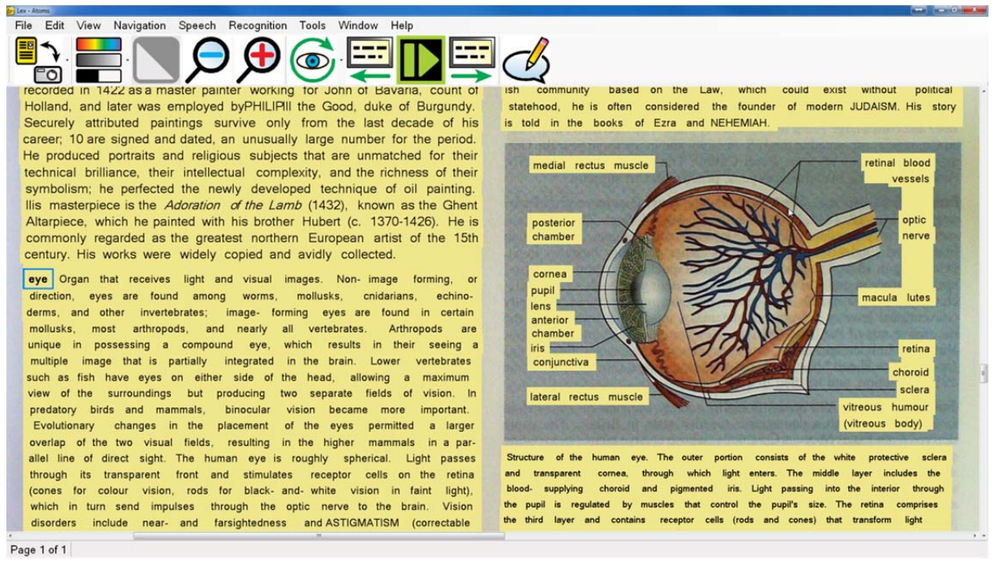
Alternatively, right click on the word you wish to define and choose "Define" in the context sensitive menu or use the menu button on your keyboard to display the context sensitive menu before selecting "Define".

Dictionary can also be accessed from Tools -> Dictionary.


Dictionary
value
Search
All
Noun
Verb
Adjective
Adverb
Type
Definition
Noun
A numerical quantity measured or assigned or computed; "the value assigned was 16 milliseconds"
Noun
The quality (positive or negative) that renders something desirable or valuable; "the Shakespearean Shylock is of dubious value in the modern world"
Noun
The amount (of money or goods or services) that is considered to be a fair equivalent for something else; "he tried to estimate the value of the produce at normal prices"

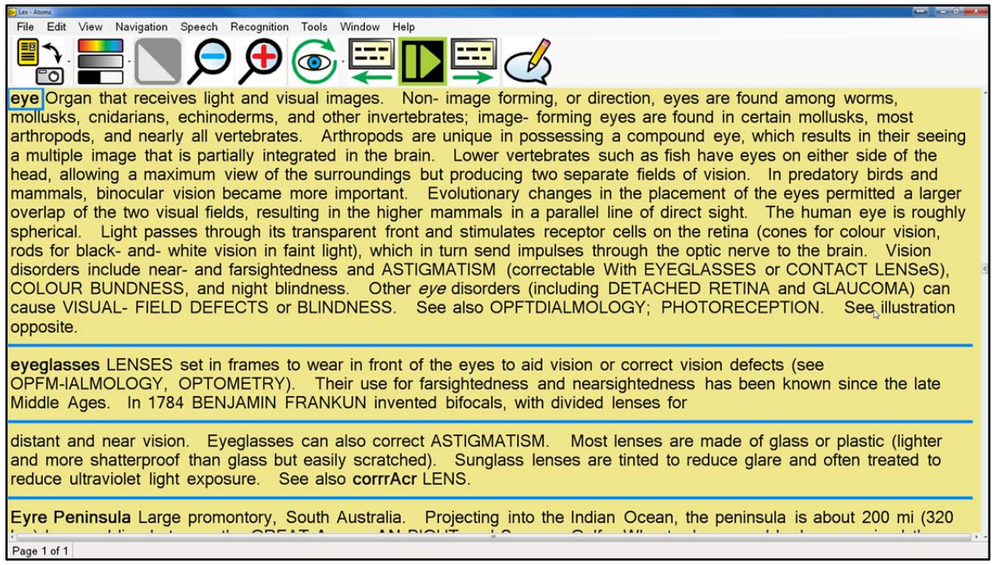
You can choose to display all found word types or limit the results to nouns, verbs, adjectives or adverbs.

2. Overlay 2


File Edit View Navigation Speech Recognition Tools Window Help
recorded in 1422 as a master painter working for John of Bavaria, count of Holland, and later was employed byPHILIPIII the Good, duke of Burgundy. Securely attributed paintings survive only from the last decade of his career; 10 are signed and dated, an unusually large number for the period. He produced portraits and religious subjects that are unmatched for their technical brilliance, their intellectual complexity, and the richness of their symbolism; he perfected the newly developed technique of oil painting. Ilis masterpiece is the Adoration of the Lamb (1432), known as the Ghent Altarpiece, which he painted with his brother Hubert (c. 1370-1426). He is commonly regarded as the greatest northern European artist of the 15th century. His works were widely copied and avidly collected.
eye Organ that receives light and visual images. Non- image forming, or direction, eyes are found among worms, mollusks, cnidarians, echino- derms, and other invertebrates; image- forming eyes are found in certain mollusks, most arthropods, and nearly all vertebrates. Arthropods are unique in possessing a compound eye, which results in their seeing a multiple image that is partially integrated in the brain. Lower vertebrates such as fish have eyes on either side of the head, allowing a maximum view of the surroundings but producing two separate fields of vision. In predatory birds and mammals, binocular vision became more important. Evolutionary changes in the placement of the eyes permitted a larger overlap of the two visual fields, resulting in the higher mammals in a par- allel line of direct sight. The human eye is roughly spherical. Light passes through its transparent front and stimulates receptor cells on the retina (cones for colour vision, rods for black- and- white vision in faint light), which in turn send impulses through the optic nerve to the brain. Vision disorders include near- and farsightedness and ASTIGMATISM (correctable
ish community based on the Law, which could exist without political statehood, he is often considered the founder of modern JUDAISM. His story is told in the books of Ezra and NEHEMIAH.
medial rectus muscle
retinal blood vessels
posterior chamber
optic nerve
cornea
pupil
lens
anterior chamber
iris
conjunctiva
macula lutes
retina
choroid
sclera
lateral rectus muscle
vitreous humour (vitreous body)
Structure of the human eye. The outer portion consists of the white protective sclera and transparent cornea, through which light enters. The middle layer includes the blood- supplying choroid and pigmented iris. Light passing into the interior through the pupil is regulated by muscles that control the pupil's size. The retina comprises the third layer and contains receptor cells (rods and cones) that transform light
Page 1 of 1

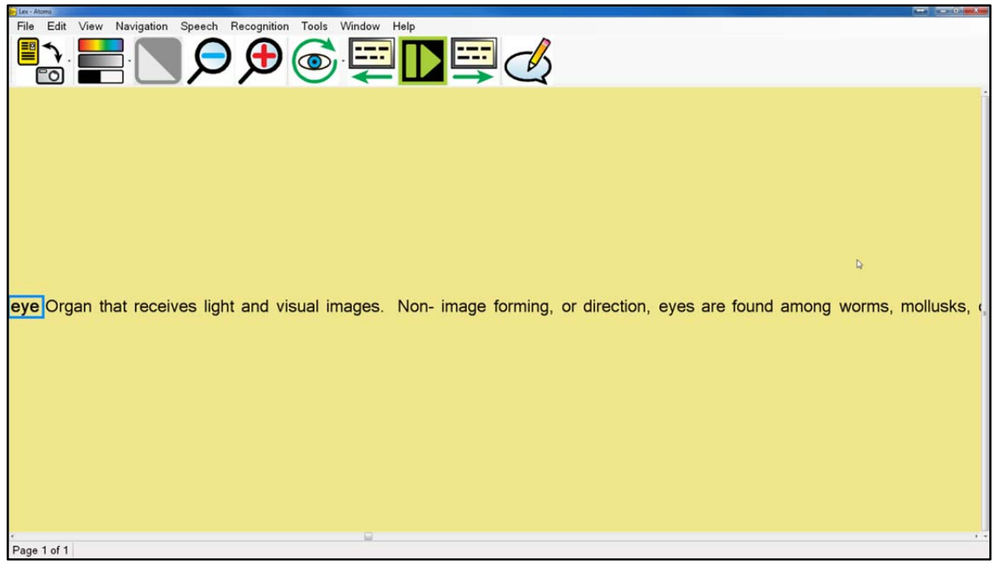
This visualisation preserves the formatting, layout and pictures of your document but replaces the recognised words with fonts of your chosen two colour combination. This makes it ideal for looking at documents with pictures, tables and diagrams.

3. Column 3


File Edit View Navigation Speech Recognition Tools Window Help
eye Organ that receives light and visual images. Non- image forming, or direction, eyes are found among worms, mollusks, cnidarians, echinoderms, and other invertebrates; image- forming eyes are found in certain mollusks, most arthropods, and nearly all vertebrates. Arthropods are unique in possessing a compound eye, which results in their seeing a multiple image that is partially integrated in the brain. Lower vertebrates such as fish have eyes on either side of the head, allowing a maximum view of the surroundings but producing two separate fields of vision. In predatory birds and mammals, binocular vision became more important. Evolutionary changes in the placement of the eyes permitted a larger overlap of the two visual fields, resulting in the higher mammals in a parallel line of direct sight. The human eye is roughly spherical. Light passes through its transparent front and stimulates receptor cells on the retina (cones for colour vision, rods for black- and- white vision in faint light), which in turn send impulses through the optic nerve to the brain. Vision disorders include near- and farsightedness and ASTIGMATISM (correctable With EYEGLASSES or CONTACT LENSeS), COLOUR BUNDNESS, and night blindness. Other eye disorders (including DETACHED RETINA and GLAUCOMA) can cause VISUAL- FIELD DEFECTS or BLINDNESS. See also OPFTDIALMOLOGY; PHOTORECEPTION. See illustration opposite.
eyeglasses LENSES set in frames to wear in front of the eyes to aid vision or correct vision defects (see OPFM-IALMOLOGY, OPTOMETRY). Their use for farsightedness and nearsightedness has been known since the late Middle Ages. In 1784 BENJAMIN FRANKUN invented bifocals, with divided lenses for
distant and near vision. Eyeglasses can also correct ASTIGMATISM. Most lenses are made of glass or plastic (lighter and more shatterproof than glass but easily scratched). Sunglass lenses are tinted to reduce glare and often treated to reduce ultraviolet light exposure. See also corrrAcr LENS.
Eyre Peninsula Large promontory, South Australia. Projecting into the Indian Ocean, the peninsula is about 200 mi (320
Page 1 of 1

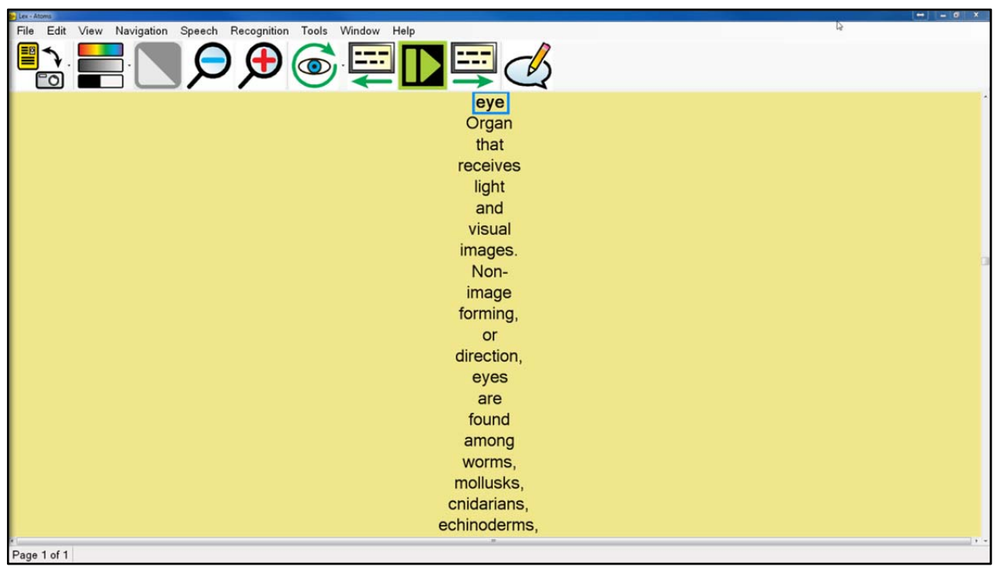
This view repaginates the text across your screen. No matter what size you magnify your document, the text will automatically flow from one line to the next. Text can be scrolled vertically and screen-by-screen (see page 20).

4. Horizontal 4


File Edit View Navigation Speech Recognition Tools Window Help
eye Organ that receives light and visual images. Non- image forming, or direction, eyes are found among worms, mollusks,
Page 1 of 1

This visualisation repositions all of the text in the document onto a single line. The text can be scrolled left to right and screen-by-screen (see page 20).

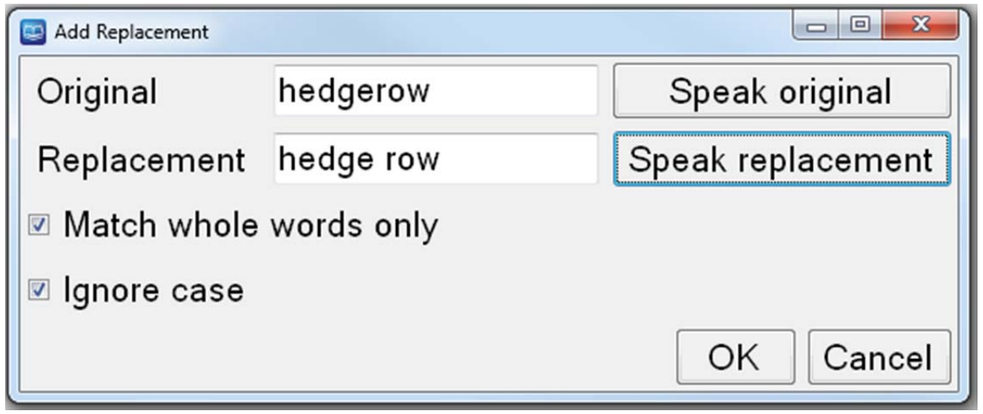
5. Vertical 5



Ideal for some users with Retinitis Pigmentosa, the Vertical visualisation displays one word per line. Text can be scrolled vertically and screen-by-screen (see page 20).

Add

Adds a new speech replacement. This brings up the following dialog box with self-explanatory controls for the adding of your replacement:



Edit

Allows to you edit an existing speech replacement.

Delete

Deletes the currently selected speech replacement.

Import

Allows you to import a previously saved list of speech replacements.

Export

Allows you to export your speech replacements to a file which can be used as a backup or imported onto a different machine that has the Lex software installed.

Speech

Stop announcements Left Ctrl

If Lex is speaking a menu option or dialog to you, simply press the Left Ctrl key to stop it.

Speak punctuation U

Default: Disabled

To enable or disable speak punctuation, press “U”. This is useful for users needing punctuation of a document to be read aloud. This is currently only available in British and US English but more languages will support this feature soon.

Pause At Line Breaks

Default: Disabled

Forces speech to pause at the end of every line as detected by Lex. This can be useful when reading bank statements or lists.

Cycle Reading Voice E

To cycle through all available voices for your current reading language, press the letter “E”.

Speed: Slower / Faster: Shift+ -/= and Shift+ Numpad - / +

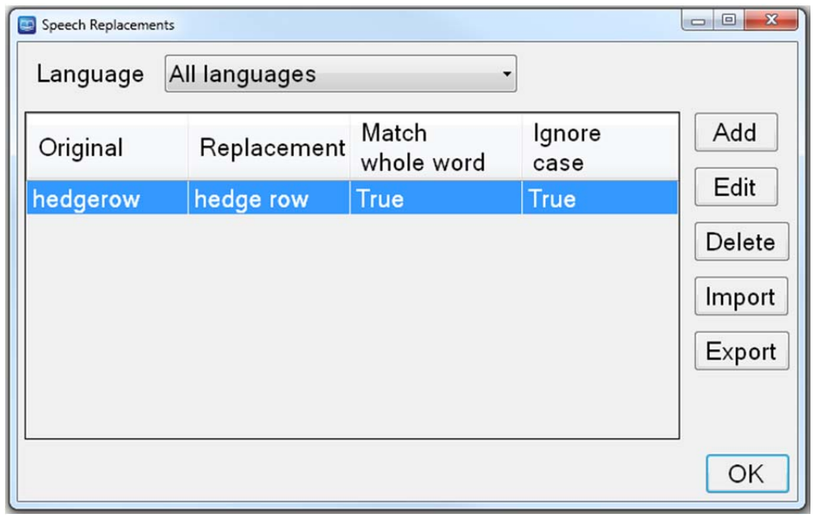
To decrease the reading and interface voice speed, press the “Shift” and “Minus” or “Shift” and “Numpad minus” keys together. To increase it, press the “Shift” and “Plus” or “Shift” and “Numpad plus” keys together.

Volume: Decrease / Increase: Ctrl+Shift+ - / = and Ctrl+Shift+ Numpad - / +

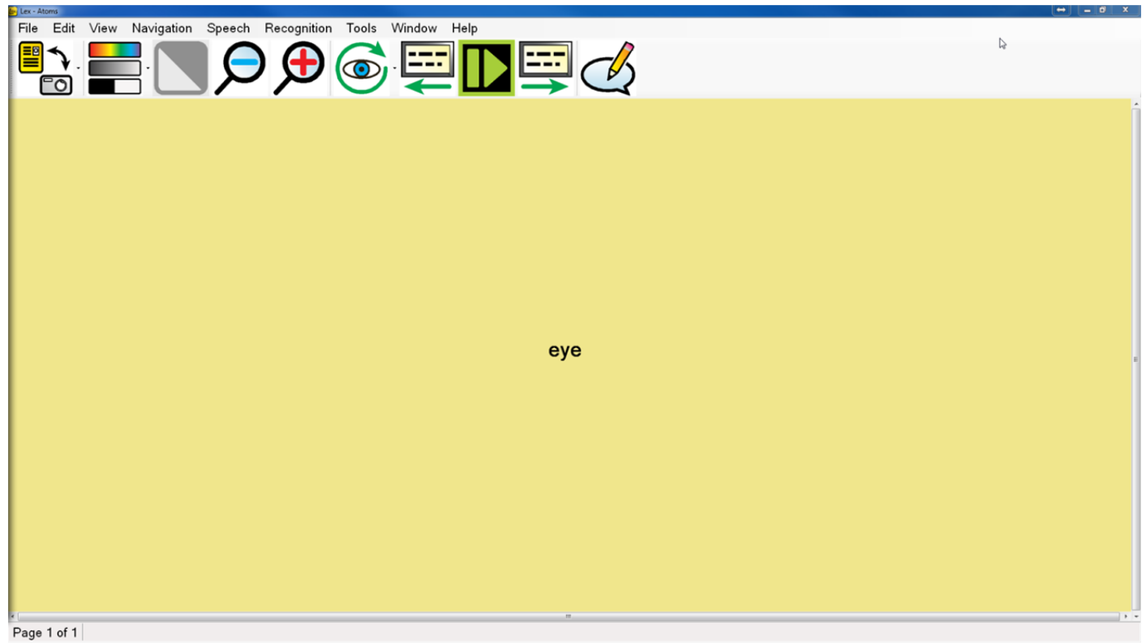
To decrease the volume, press “Ctrl” and “Shift” and “Minus” or “Ctrl” and “Shift” and “Numpad minus” together. To increase it, press “Ctrl” and “Shift” and “Equals” or “Ctrl” and “Shift” and “Numpad plus” together.

Speech Replacements Ctrl+R

To enter Speech Replacements, press “Ctrl” and “R” together. These can be useful if Lex is not pronouncing a particular word or place name correctly, as you can manually change the letters used to pronounce a particular word. In many cases this will allow you to improve the pronunciation.



6. Word 6



Displays one word on screen at a time. Users can advance the text using screen-by-screen (see page 20).

Scroll Bars

Lex features standard horizontal and vertical scroll bars.

These can be clicked and dragged to move the view port area around.

Mouse / Pointing Device Controls

Direct Pan — Left click drag

In any of the visualisations, left click dragging will directly pan your document around on screen.

Start / stop reading — Double left click on a word / single left click

Double left clicking on a word will begin reading from that word. The selection point is at the very tip of the cursor. To stop reading, single left click anywhere

Context sensitive menu — Right click on word

Right clicking on a particular word brings up a context sensitive menu allowing users to copy particular parts of the text, lookup the word in a dictionary, (supported languages only), add a bookmark or make an annotation.

Continuous panning / scrolling — Middle click drag

Middle click and dragging will start the document continually scrolling in the direction you drag. This works for all visualisations except Word. Left clicking when the document is scrolling will halt it.

Scroll up & down / left & right — Mouse Wheel / Shift+ Mouse Wheel

To scroll in all Visualisations except Word, use your mouse wheel and to scroll left and right, use “Shift” and mouse wheel.

Zoom — Ctrl+ Mouse Wheel

To zoom in and out, simply press Ctrl and move your mouse wheel.

Next and previous screen of text — Mouse buttons 4 and 5

If your mouse features 4th and 5th buttons, these can be used to control forward and backwards a screen of text within Document Mode.

Annotations

This allows you to make notes within your documents on a particular sentence. These can be ideal for revision purposes or simply if you need to note something important down that relates to the sentence you’re reading.

Annotation Window — Ctrl+ J

To shows / hide the annotation window, either press “Ctrl” and “J”, access it from the menu, Edit -> Annotations -> Annotation Window, or use the menu button on your keyboard and choose “Annotate”.

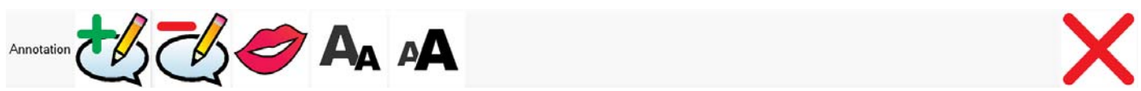
When shown, the annotation window appears below the document window. This is made up of the annotation toolbar with a text box area immediately below it.

Resizing the Annotation Window

The annotation window can be resized using the mouse in a normal window resizing manner. Press “Alt” to release the mouse, position the cursor just above the annotation toolbar and then left-click drag the annotation toolbar until it is your desired size.

Annotation Toolbar

There are 6 icons on the annotation toolbar. Their icons and functions are described below.



1. **Add annotation:** Adds an annotation at your current location.
2. **Delete annotation:** Deletes your current annotation.
3. **Speak annotation:** Reads your current annotation out loud.
4. **Decrease text size:** Reduces your annotation text size.
5. **Increase text size:** Increase your annotation text size.
6. **Hide:** Hides the annotation window.

All Annotations — Ctrl+Shift+J

To view all of your annotations either in the current page or entire document, press “Ctrl” and “Shift” and “J” together. Alternatively access it from the menu via Edit -> Annotations -> All Annotations.

Add / Edit Annotation — Ctrl+Ins

To add an annotation at your current location, press the “Ctrl” and “Ins” buttons together. If the annotation window is not shown, this will automatically display it. Alternatively, access it from the menu via Edit -> Annotations -> Add / Edit Annotation. You can then immediately start typing or editing your annotation in the annotation window with standard text box controls.

Delete Annotation — Ctrl+Del

To delete your current annotation, press the “Ctrl” and “Del” keys together. Alternatively access it from the menu via Edit -> Annotations -> Delete Annotation.

Speak Annotation — Shift+Space

To have your current annotation read out in full from the beginning press “Shift” and “Space” together. Alternatively access it from the menu via Edit -> Annotations -> Speak Annotation.

Copy to Clipboard

Lex features several ways to copy text information to the clipboard ready to be pasted into other applications.

Mouse users can right click on a word and choose “Copy” before selecting their desired copy size.

Keyboard users can navigate to Edit -> Copy in the menu or press the menu key on the keyboard from Document Mode.

Copy Sentence

Copies the current sentence to the clipboard.

Copy Paragraph

Copies the current paragraph to the clipboard.

Copy Page Ctrl+C

Copies the current page to the clipboard. The shortcut key for this is “Ctrl” and “C” together.

Copy Document

Copies the entire document to the clipboard.

Image controls

Zoom out / in: Keyboard: Ctrl+ - / = or Ctrl+ Numpad -/+

Mouse: Ctrl+ Mouse wheel

Press and hold the “Ctrl” key with “dash” or “equals” key on the keyboard to zoom out and in or use “Ctrl” with Numpad “plus” and “dash”. Alternatively use the “Ctrl” key together with your mouse wheel, if you have one.

Overview O

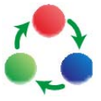
Overview is ideal for quickly selecting a different area of the page to view or start reading.

Pressing “O” turns on Overview mode. This enables the whole document to be viewed on screen. A highlighted rectangle can be moved around the document using the mouse. This denotes the area to be zoomed back into when Overview mode is left.

Pressing “O” again or left clicking the mouse returns to the last used visualisation before Overview was enabled. The closest full word to the top left corner of the Overview rectangle is the word that is selected on exit.

Cycle full colour, greyscale and binary colour modes C

Pressing “C” cycles full colour, advanced greyscale and binary modes. Full colour is ideal for looking at photographs. Advanced Greyscale is the standard two-colour way of viewing documents. Binary is an enhanced two colour algorithm that even distinguishes multiple colour texts and backgrounds in your chosen two colour combination.



Cycle two colour combinations forwards / backwards L / Shift+L

Pressing “L” cycles through 5 common two colour-combinations and their inverse: Black / White, Black / Yellow, Blue / Yellow, Black / Green, Black / Cyan. Pressing “Shift” and “L” together cycles backwards.

TIP:

An additional custom colour combination can be set in Tools -> Options -> Appearance: Custom colour combination.

A total of 64 different combinations are available.

Saturation and Contrast adjustment Number strip 8 / 9 or Numpad - / +, 0 reset

When in Image View, with Colour Mode enabled, you can decrease and increase the saturation of the image using 8 and 9 on the number strip or “minus” and “plus” on the Numpad. 0 on the number strip resets the level to default.

When in Enhanced Greyscale mode, the two colour threshold level can be adjusted using the same controls.

Invert colours I

When in advanced greyscale and binary modes, pressing “I” allows you to quickly invert your chosen two colour combination which may be necessary for certain coloured texts and backgrounds.

Navigation controls (Alt, N)

Start / stop reading **Space bar and Ctrl+Alt+Spacebar**
To start and stop the speech read back of your document, press the “Space Bar”.

For background reading (when another application has focus), using “Ctrl” and “Alt” and “Space bar” together allows you to start and stop reading of your document without having to change back to Lex first.

Letter Navigation **Left / Right arrow**
To navigate one letter backwards and forwards, use the left and right arrow.

Phonetic Alphabet Navigation **Shift+ Left / Right arrow**
To navigate backwards and forwards one phonetically pronounced letter at a time, use the “Shift” key, together with the left and right arrow.

Word Navigation **Ctrl+ Left / Right arrow**
To navigate backwards and forwards a word at a time, press and hold the “Ctrl” and the left or right arrow.

Sentence Navigation **Up / Down arrow**
Use the up and down arrows to navigate backwards and forwards a sentence.

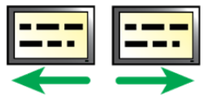
Paragraph Navigation **Ctrl+ Up / Down arrow**
To navigate backwards and forwards a paragraph, press and hold the “Ctrl” and the up or down arrow.

Page Navigation **Page up / Page down**
Use the “Page Up” and “Page Down” keys on your keyboard to navigate between the pages of your document.

Beginning / End of document navigation **Ctrl+ Home / End**
To instantly jump to the beginning or end of your document, press and hold the “Ctrl” and “Home” or “End” keys.

Cycle open documents **Ctrl+Tab**
To cycle through your currently open documents, press and hold the “Ctrl” key and press “Tab”.

Screen-by-screen navigation **, / . and Alt+ , / .**



One of Lex’s best reading functions is screen-by-screen navigation. This greatly reduces eye strain and speeds up reading. Use “Comma” and “Full stop” to go backwards and forwards a screen of text at a time.

For background reading (i.e. when another application has focus e.g. MS Word), use “Alt” and “Comma” and “Alt” and “Full stop” together.

Document information **Ctrl+Shift+I**

This provides information on the current document. This includes file name, title, number of pages and words, when it was created, last modified and its size.

Page information **Shift+I**

This provides information on the currently selected page. This includes the original page orientation, heading, number of paragraphs and words and which settings were used when recognition was carried out on the particular page.

Position information **Ctrl+I**

This provides information on your current sentence position relative to the entire document.

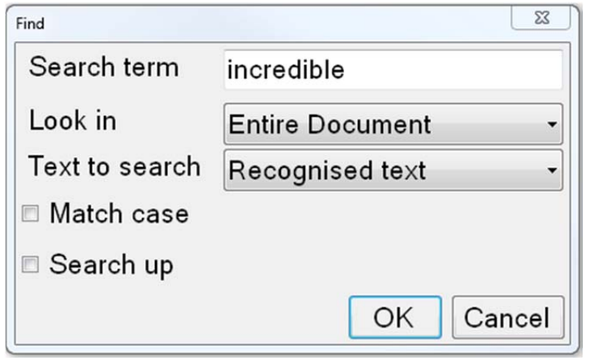
Delete current page **Del**

To delete the current page, simply press the “Del” key.

Find **Ctrl+F**

The Lex software enables you to search for and find particular words within your documents. In your document, simply press “Ctrl” and “F” together or go to Navigation -> Find to bring up the find window:

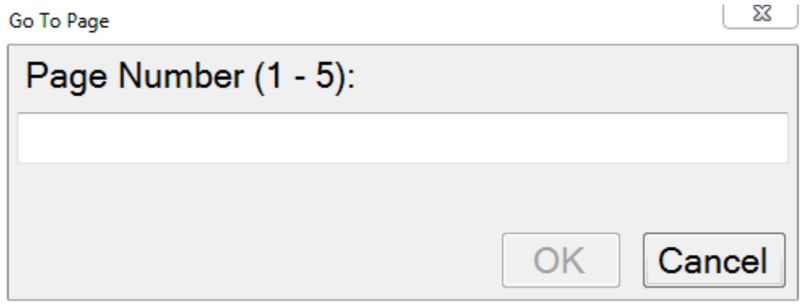
Options include searching the current page or entire document, the recognised text of the document or any document annotations, matching the case or searching backwards (up) through your document.



Find Again **F3**

If there is more than one occurrence of the word you are looking for, simply press the “F3” key or go to Navigation -> Find again to take you to its next occurrence in your document.

Go to page **Ctrl+G**
To instantly navigate to a particular page number, simply press “Ctrl” and “G” together or go to Navigation -> Go to.



Type the page number you wish to navigate to and press “Enter” or click “OK”.